



**Town of Arlington, Massachusetts**  
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## Meeting Minutes 06-11-08

**Town of Arlington**  
**Affirmative Action Advisory Committee**

**730 Massachusetts Avenue, Arlington, MA 02476**  
**(781) 316-3120**

Barbara Boltz, Co-Chair  
 Adrienne McClure, Co-Chair  
 Augusta Haydock  
 Jack Jones  
 Elaine Maclachlan  
 Tricia O'Donoghue  
 Howard Winkler

Caryn Cove Malloy, Affirmative Action Officer

Affirmative Action Advisory Committee  
 Meeting Minutes  
 Wednesday, June 11, 2008  
 7:30 p.m.

Present: Caryn Malloy, Barbara Boltz (Co-Chair), Adrienne McClure (Co-Chair), Tricia O'Donoghue, Howard Winkler, Elaine Maclachlan, Augusta Haydock

Absent: Jack Jones

Barbara Boltz chaired the meeting.

### Meeting Minutes

Elaine Maclachlan moved approval of the May 14, 2008 minutes as amended.

SO VOTED

### Current Job Openings

The Committee reviewed current job openings; the committee discussed the open position in the Personnel Department for Human Resources Assistant and the Management Analyst Position in the Town Treasurer's Office.

### Current Bid Projects

Caryn Malloy reported that the Pheasant Avenue Playground construction will begin at the end of the month.

### School Diversity Task Group (SDTG)

Barbara Boltz reported on the June 10, 2008 meeting. The agenda for the meeting included hiring practices and an update on regular school year hires. Summer School Jobs are advertised internally and externally simultaneously; this is why an outside minority candidate did not get a social worker job that went to an internal candidate.

For the regular school year the schools have hired 12 or 13 teachers 3 of which are minorities who will teach at the secondary level; the schools are interviewing all the minority applicants they can. The schools have changed the process for non-renewals, they have pushed it back 4 to 7 weeks so they can hire people sooner (and those being let go can have more time to look for something else.)

The fact that the schools offer day care is very attractive to candidates and is featured prominently in our advertising. The schools will be hosting an event in October where minority candidates can meet one another and to find out how they can best support one another.

The trend in elementary hiring is that there are many applicants but few minority candidates. Special Education, Science and Math teachers are almost impossible to recruit.

The Teacher's Union officials indicate they are not ready or willing to talk about changing methodologies (and their contract) with regard to retirement notification which significantly impedes recruitment efforts.

Overall enrollment is up in Arlington with more kindergarteners enrolling than fifth graders going to the Ottoson Middle School. There are currently 430 kindergarteners and 290 seniors just graduated from Arlington High School.

Superintendent Nate Levenson has a goal to start the hiring process in December. The next meeting is scheduled for early October.

#### Update of Affirmative Action Plan

Committee members presented their final edits to the revised plan.

#### Arlington Common Threads

Tricia O'Donoghue reported that nine people attended that steering committee meeting on June 4<sup>th</sup>. They have a domain name for their website so the focus is to formulate content, links and a calendar of events. They are about to send out a questionnaire to see what groups would like to advertise.

Clergy outreach is a very prominent project; the clergy were part of a brainstorming session to revisit the rapid response practices of the Human Rights Commission.

#### Other Business

The Committee will meet for its annual summer barbeque on July 16<sup>th</sup> at the home of John Jones.

Howard Winkler moved to adjourn the meeting at 8:37 p.m.

SO VOTED

A true record. Attest:

Caryn C. Malloy  
Affirmative Action Officer